# BENEFITS ENROLLMENT

## BENEFITS ENROLLMENT USING PEOPLESOFT EMPLOYEE SELF-SERVICE

Listed below are instructions on how to access the Self-Service feature within PeopleSoft HRMS. There are two primary ways to access PeopleSoft, using the Internet and the City's Intranet.

ENROLLING FROM HOME USING THE INTERNET

1. In order to access PeopleSoft using the Internet, you will need a computer, internet access, your username and password. (**If you need assistance with your username and/or password, or have issues logging in, please call the Help-Desk at (816) 513-3333.)**
2. Using your web-browser, type www.kcmo.gov in the address bar and you should see a screen similar to the one below. Scroll to the bottom and select the Employee Home link. **If the Employee Home link is not available, go to page 7 and use instructions for Enrolling Onsite using the Intranet.**
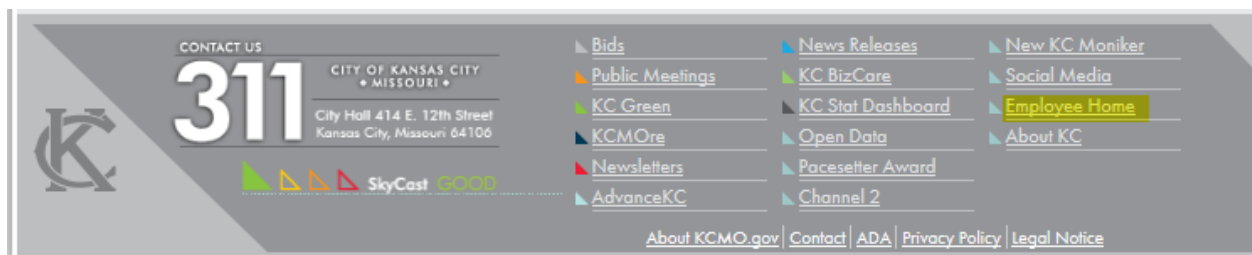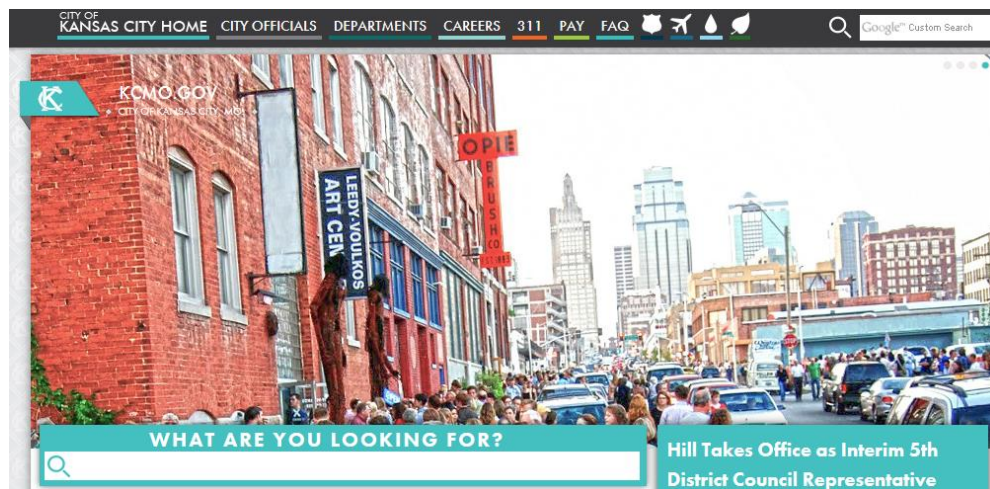
3. On the Employee Self Service tab, select the <u>HRMS PeopleSoft Employee Self Service</u> link
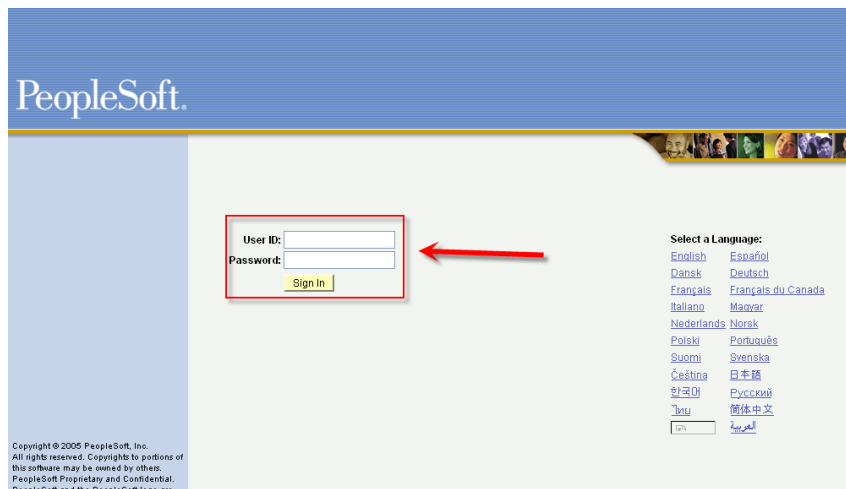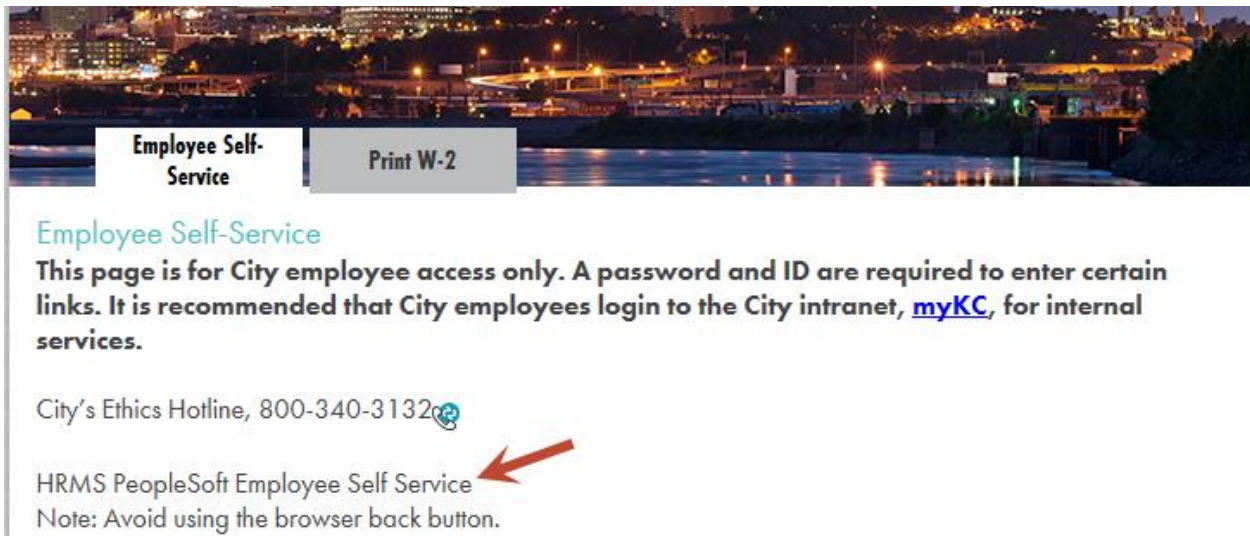

4. After you successfully login, you will be on the PeopleSoft Home page; from this page, you will have access to Self-Service. Click the Self-Service link, and then click the Benefits link.
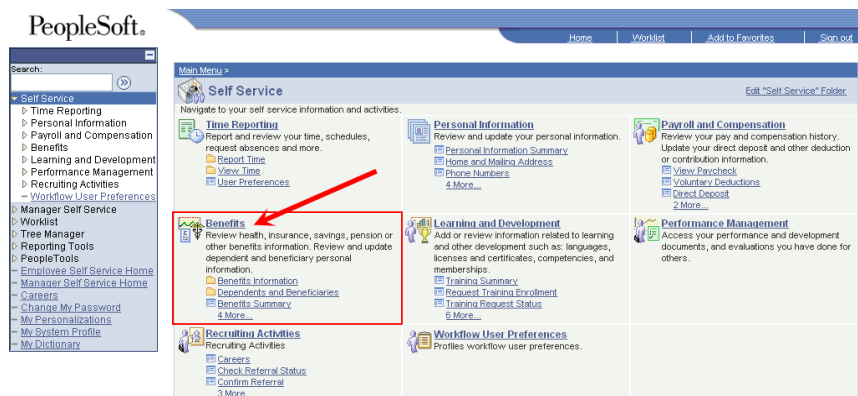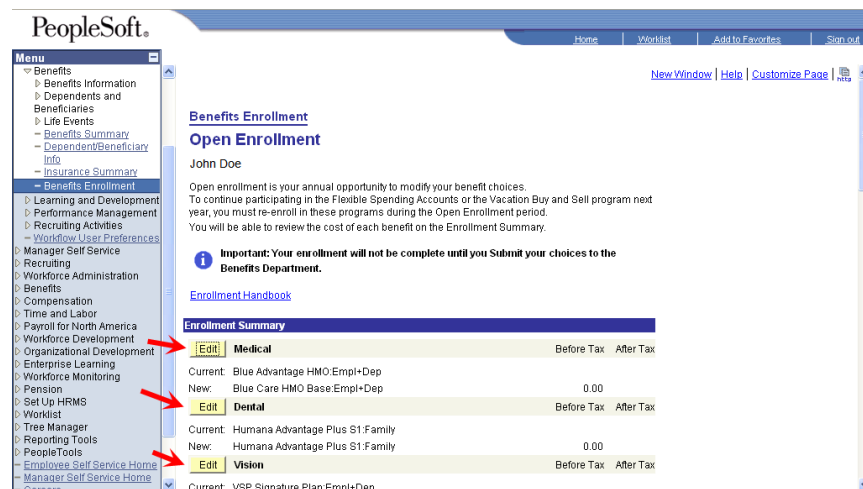
5. Click the Benefits link; look for the link titled Benefits Enrollment.

6. After clicking the Benefits Enrollment link, you will be taken to the Benefits Enrollment Page. To begin the enrollment process, click the select button.
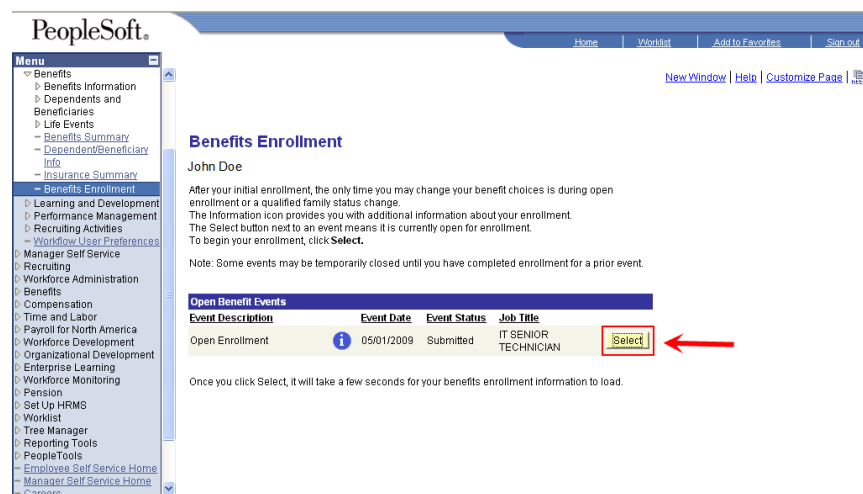
7. Click the "Edit" button next to the plan of your choosing, (i.e. medical, dental, vision, etc…)

8. Click the "submit" button once you have chosen your benefits. You are almost complete. Now you will need to finalize your selections. Click the "Submit" button again on the next page.


9. When you see the Submit Confirmation page, click the "OK" button. Now you are finished enrolling in your Benefits.

10. To ensure you are enrolled into the benefits you elected, please return to the Open Enrollment session to review your elections, the navigation is Self-Service > Benefits > Benefits Enrollment, and Click [Select] Button. (You can make as many changes to your election as you would like while the event is still open. However, once the event has closed, you can only make changes to your benefits selections when you have a qualifying event. See employee handbook for list of qualifying events.)
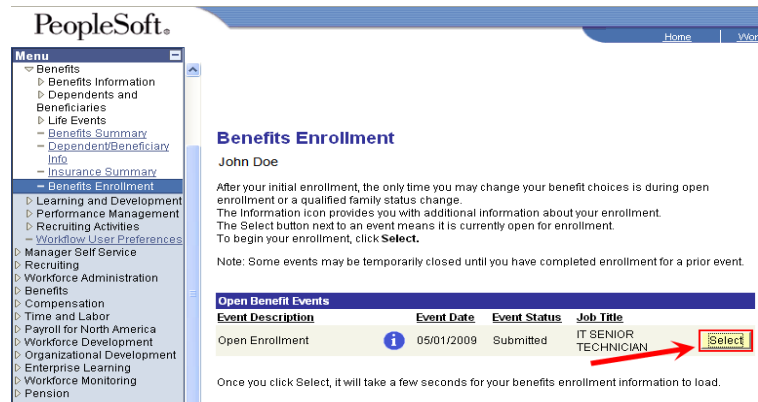
11. After clicking the Select button, you will see a screen with the following messages: **You have already submitted your choices to the Benefits Department. You have another chance to make changes. However, these changes may all be processed after this enrollment session. Make sure you complete all your changes during this session**. Click the OK [OK] button.
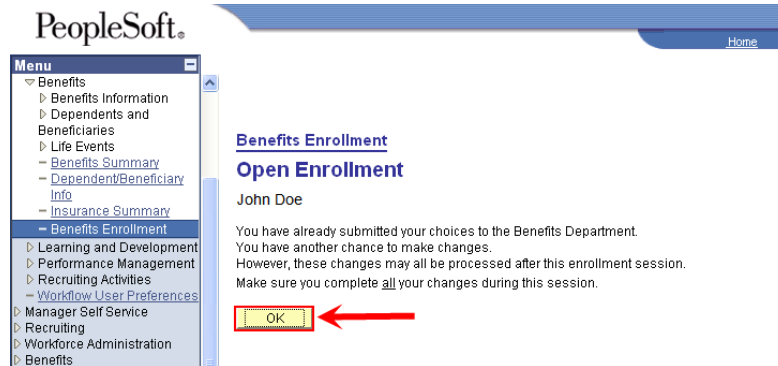
12. Under each plan type, you will see "Current" and "New", if you made any changes to any of the plans, be sure that the benefit you want is on the same line as "New". If you did not make any changes, you will see the same benefit next to both "Current" and "New".

13. After you submit your elections, be sure to print a copy of your selections for your records by returning to the enrollment and printing your elections. Click file on your web browser, and select print in the list.

14. Type **https://mykc.kcmo.org.** In your web browser. You will be taken to the City's **myKC** Intranet page. Input your City email address and network password then click the Log In button.
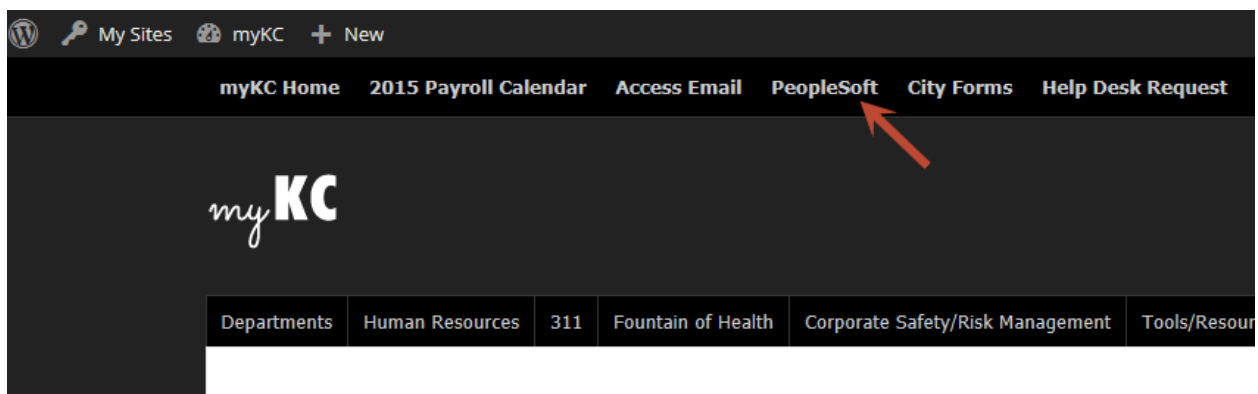

15. This will take you to the City's Intranet Page. Click the PeopleSoft link at the top.

16. Click the **Sign in to PeopleSoft** link.

17. Input your PeopleSoft **User ID** and **Password** and click the <u>Sign In</u> button

18. Click on <u>PeopleSoft.</u>

19. Select <u>Human Resources 9.1</u>
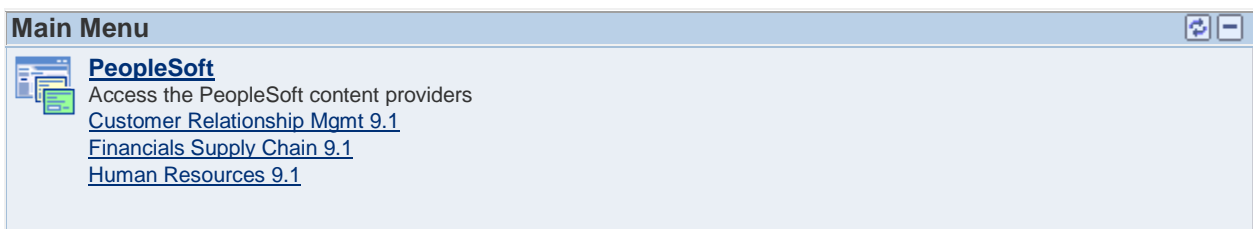
20. Follow steps 5 thru 13 above to complete your benefits enrollment.